



**Alfred
University**
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Alfred
TODAY

March 7, 2022

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Events

Today

- [Mid-Term grades and A-Block final grades due by 10:00 a.m.](#)

Tomorrow

Wednesday

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Announcements

Miscellaneous Board

Post an item that doesn't quite fit into the lost and found or buy and sell boards, like "for rent" and "yard sales".

Link: [Miscellaneous Board](#)

Submitted by: Judy Linza

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Alfred University Service Awards Nominations Request

The Employee Recognition Committee would like you to know that the nomination form is open to nominate your co-workers for the three established service awards. Nominations will be received through 4/15/22.

Three Awards (to read more about these click the link below):

- Bob Condrate Lifelong Learner Award
- Saxon Service Award
- Cathy Johnson Service Award

These awards will be presented at the 5th Annual Employee Recognition Event held on 5/10/22 from 2-4 virtually.

Link: [Employee Recognition Nomination Webpage](#)

Submitted by: Kayleigh Jones

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Spring Career Fair

Thursday, March 24 2022 at 12:00 PM
to
Thursday, March 24 2022 at 3:00 PM
Joyce and Walton Center

The Spring Career Fair is an event where representatives from a wide variety of companies attend the fair to recruit Alfred University students for internship, and entry-level full-time positions. This fair is for ALL MAJORS. Sign up on Handshake.

Link: [Link to Handshake for Registration](#)

Attachment: [Spring Career Fair Poster](#)

Submitted by: Arts Events

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May Graduates- Order your Cap & Gown!

All May 2022 graduates- Order your regalia (cap& gown) BY MARCH 24, 2022. Stop into the bookstore to place your order OR order on our special website for regalia. Payment is required at the time of ordering. Bachelor complete unit(cap/gown/tassel/hood) is \$78.85

including tax. Master complete unit is \$83.60. Purchase IN STORE or online.

Link:

<http://alfreduniversity.shopoakhalli.com>

Submitted by: Marcy Bradley

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Survey regarding the "Saxon" Moniker

The President's Committee on Diversity is organizing an ongoing dialogue series for the campus community. The topics will focus on current issues that affect our lives, campus community and culture. Two open forums guided by facilitators will be held during the spring 2022 semester.

The topic of the February 2022 dialogue will be the Alfred University moniker of the Saxon. The forum is an opportunity for the campus community to talk about what the moniker means to them, what role it plays in one's life, and to hear from others on the same topic.

An ongoing survey has been available since the beginning of the Spring Semester and was sent out in advance to give people an opportunity to begin to think about the topic prior to the scheduled forum and to gather information, opinions, and perspectives that the facilitators may use in constructing the discussion map.

Dialogue facilitators Dr. Brian M. Saltsman, Chief Diversity Officer, and Dr. Beth Johnson, Associate Professor

of Psychology, will have access to the results. The survey is anonymous and will remain active through March 18, 2022. All are members of the campus community (Professionals, Staff, and Students) welcomed and strongly encouraged to participate!

This first campus dialogue will be held during the week of February 28th in Nevins Theater as well as recorded via zoom. There will be a community panel to frame the discussion and Drs. Saltsman and Johnson will serve as facilitators. The exact time and date of the dialogue forum will be announced by Friday, February 25th.

The intention of the ongoing series is to provide opportunities and space for campus dialogue, for individuals to be heard, and for each of us to hear others' perspectives. Engaging in shared dialogue can contribute to mutual understanding and a stronger community.

The survey can be accessed via the provided link. If you have any questions or concerns feel free to reach out to Dr. Saltsman at saltsman@alfred.edu. Thank you for your time and your participation.

Link: [Saxon Moniker Survey](#)

Submitted by: Brian Saltsman

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The Saxon Shop - eProcurement at Alfred University

Next week, we will go-live with a pilot group of users for the new eProcurement platform, The Saxon

Shop. The goal is to have all departments trained and using the platform by the end of the Spring semester. Please be on the look-out for an invitation to a training event related to this.

In advance of training, we are encouraging everyone to watch this navigational video of the platform so that they know what to expect. The passcode for the video is Hz#q7*&*

Link: [Saxon Shop Navigational Video](#)

Submitted by: Melissa Badeau

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Register for the In Person Spring Career Fair today!

The annual Spring Career Fair is coming quickly! REGISTER NOW! Registration is open for the In Person Spring Career Fair on March 24th from 12pm-3pm!

As you prepare for the fairs, it's important that you:

- Check back daily for additional companies registering!
- Complete your Handshake profile and add your resume NOW!
- Do your research on companies attending!

Link:

<http://alfred.joinhandshake.com>

Submitted by: Faith Piatt

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Men's Tennis Team Looking for Players

The Men's Tennis Varsity Team is looking for players to join the team for this spring. Any students with previous tennis experience are encouraged to join. Please email Jordan Crouch at crouch@alfred.edu if you're interested.

Submitted by: Jordan Crouch

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Spring Break Joyce Walton Center & Gibbs Fitness Center Hours of Operation:

Saturday, 3/12: 10am-6pm

Sunday 3/13: 10am-2pm

Monday 3/14-Sunday- 3/20: 10am-6pm

Regular in-semester hours resume on Monday, 3/21

Submitted by: Tony Aquilina

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Dillon Smith Moves On and Will Be Missed

Dillon Smith, Military & Academic Success Coach, will be leaving us to assume a similar role at Nazareth College in Rochester, NY. Dillon has been instrumental in moving how we support our military affiliated students forward. He has also been a large component of helping us manage the GI Bill for those students who qualify. He will be missed significantly.

Dillon's last day will be Friday, March 11th.

Please help me in congratulating

Dillon and wishing him well in his career at Naz!

Submitted by: Nadine Shardlow

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Office of Residence Life closed for the morning of March 9th

The Office of Residence Life will be closed on the morning of Wednesday, March 9th for a staff retreat. We will re-open at 1:00pm.

Submitted by: Daniela Isabella

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Job Opportunity-Head Cashier

Please see the link below for more information on the open Head Cashier position.

Link: [Head Cashier](#)

Submitted by: Tamara Green

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Job Opportunity for Students: Audio Visual Assistants

Information Technology Services is seeking student workers to assist with events in Holmes Auditorium and across campus. Student assistants are critical to the success of campus events and may complete the following duties:

- Operate sound, lighting, and projection equipment in Holmes Auditorium

- Assist presenters back stage
- Work with the team to set up and operate sound and projection equipment in locations across campus
- Perform routine maintenance tasks in Holmes Auditorium
- Assist with other audio visual duties as needed

Ideal candidates will have an interest in audio visual technology, and a positive attitude. Interested individuals should contact Daniel Clark at clarkdg@alfred.edu.

Submitted by: Meghanne Freivald

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Process for Staff and Student Taxable Gifts and Awards

Department completes two forms (both of these forms should be sent together to payroll@alfred.edu for processing):

1. Taxable Gifts and Awards form (<https://my.alfred.edu/hum...>)
 - Complete all sections of the form
 - Don't forget to select where recipient is an employee or not an employee (if the student receives any payroll from Alfred University they are an "employee") (if you are unsure, do not check any boxes, payroll will confirm for you)
 - Complete description and reason for award and date presenting award
 - Send to payroll@alfred.edu 3-4 weeks before you need the award to allow for processing.
2. Check request form (<https://my.alfred.edu/bus...>)
 - Complete all sections of the form

- Don't forget to enter account number and amount of the award
- Explain details of award and date presenting award
- Send to payroll@alfred.edu along with the Taxable Gifts and Awards form for processing

Payroll will approve completed forms and release the check request to Business Office. All checks will be returned to Payroll for distribution back to original requestor.

FYI:

-If the student is an "employee" the check will be less taxes regardless of the amount of the award or the intent of the award. The award will be reported on their W2.

-If the student is not an "employee", the business office will issue the check for the full amount. If taxes are owed the student will be responsible for declaring the award on their taxes for the following year. If total awards received by a student in a calendar year equal or exceed \$600 they will receive a 1099 for tax purposes.

Awards for Non Employee Students will be reported on 1099 by the Business Office, as necessary.

Important notes:

- No gift cards/certificates are allowed to be purchased
- No awards should be purchased with one-cards, all awards should go through this process.
- For any clarification regarding what can be purchased, please contact Mark Guinan (guinan@alfred.edu)

Submitted by: Kayleigh Jones

Graduating in May?

Are planning on graduating in May?

Here are a few things you should know and do:

* College policy requires that you must complete and submit an Application to Graduate in order to actually graduate. You can obtain an application on the Graduation Checklist page or on the Registrar webpage under Forms

* For undergraduates: Run a Degree Evaluation in Banner Web. Any questions, please see your advisor.

* Check out our webpage for pending graduates and view the Checklist of things to do and be aware of. Check regularly for any updates/changes.

* Don't forget to order your cap, gown, tassel and hood at the Alfred University Bookstore, Powell Campus Center. Deadline is March 23, 2022!

Thank you, Office of the Registrar.

Link: [Graduation Checklist Page](#)

Submitted by: Kathleen Hillman

HR Tip of the Month

Did you know that the IRS has announced retirement plan contribution limits for 2022?

403(b) Plan Contribution Limits:
For 2022, the contribution limit for

employees into this type of account is increasing from 2021. The annual limit is \$20,500.

For participants who are age 50 and older, the catch-up contribution amount is \$6,500. Meaning that older savers can choose to defer up to \$27,000 of their compensation into their SRA accounts.

How do you open a Supplemental Retirement Account (SRA) with AU?

1. First you have to decide how much money you want to set aside (flat dollar value).
2. Secondly you have to decide if you want that money to be a Pre-Tax or Post-Tax deduction.

Pre-tax contribution is the amount of deductions you make from your bi-weekly gross wage into your 403b retirement savings account, BEFORE taxes have been deducted. By making pre-tax contributions, you are lowering your current taxable income.

Post-Tax contribution is the amount of deductions you make from your bi-weekly gross wage into your 403b retirement savings account, AFTER taxes have been deducted. By making post-tax contributions, you do not have to pay tax on withdrawals because you've already paid taxes

3. Third, you contact HR, as detailed below, and we would be happy to help you!

Non-Statutory (Regular AU Employees):

With this type of account we are able to process your contribution as a flat dollar amount, not a percentage. If you

wish to open a new account, you should fill out the form linked below and return to humanresources@alfred.edu

Statutory (NYSCC):

With this type of account we are able to process your contribution as a flat dollar amount, not a percentage. If you wish to open a new account, you should contact, Kayleigh Jones, to set up an appointment to enroll in either a pre-tax or post-tax SRA account.

Link: [Non-Statutory SRA enrollment form](#)

Submitted by: Kayleigh Jones

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Upcoming Changes to AU's Lecture Capture and Video Management Service

For several years, AU has used Ensemble as its Lecture Capture and Video Management Service. In Fall 2021, Panopto purchased Ensemble. As part of the acquisition, Panopto will discontinue Ensemble in the summer of 2022. Information Technology Services has taken the opportunity to explore the variety of Lecture Capture and Video Management services available to identify a replacement. Last semester, ITS partnered with several members of the faculty to research and test products, and to recommend a replacement for Ensemble.

ITS is pleased to announce that AU will be partnering with Panopto. With this change, users will enjoy increased editing capabilities, a robust Canvas

integration, and the ability to record from the web. Ensemble will continue to be available through the end of June, and Panopto will be available beginning in mid-March. ITS will migrate Ensemble content to the new Panopto system, and all existing links to Ensemble videos will be re-directed by the implementation team at Panopto.

Additional updates, training, and materials will become available in the coming weeks. If you have any questions in the meantime, please contact Meghanne Freivald.

Submitted by: Meghanne Freivald

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Opportunity from SUNY FACT2: Innovative Assessment Symposium

The SUNY FACT2 Task Group on Innovative Assessment will be hosting a Symposium through the month of April. This is a 4-week virtual symposium to be held every Thursday in April, from 1:00 to 2:00 pm. Each of the four sub-groups will present a webinar on a specific topic related to classroom assessment. The sub-groups and topics are:

Week 1: Multiple Pathways: Ways to Assess Students Using Multiple Pathways through a Course

Week 2: Real World Assessments: What Can Real World Assessment Look Like?

Week 3: Diversity & Equity: Strategies

for Creating Socially Just Assessments

Week 4: Learning Recognition: Assessing Classroom Learning Using E-Portfolios

Participants may sign up for as many webinars as they like, and participation is free. All faculty are welcome to attend. If you have any questions or need assistance with registration, please contact Meghanne Freivald.

Link: [FACT2 Innovative Assessment Symposium](#)

Submitted by: Meghanne Freivald

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Updating Hillel Mailing list

Hillel is the Jewish students' organization on Campus. Please email hillel@alfred if you would like to receive notices of Hillel events

Submitted by: Larry Greil

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Broadband Assessment Survey open through March 18

The New York State Department of Public Service is mapping state-wide broadband infrastructure, and seeks input from residents throughout the state. The Broadband Assessment Survey is a tool being utilized by the Department of Public Service to study the reliability and affordability of high-speed broadband infrastructure throughout New York State.

The survey, which is open until March 18, can be completed digitally by visiting

www.empirestatebroadband.com.... A printable version of the survey can be downloaded using the link below.

For more information, please contact H. Kier Dirlam, Allegany County Director of Planning, at 585-268-7442 or by e-mail at dirlamhk@alleganyco.com.

Link: [Broadband Assessment Survey, printable format](#)

Submitted by: Mark Whitehouse

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Alfred University Libraries Spring Break Hours

Alfred University Libraries will be open during Spring Break!

Herrick and Scholes will each close Friday, March 4th at 4:30 pm and reopen Monday, March 7th for the following times:

Herrick Memorial Library:

Monday-Friday, March 7th-11th
8:30 am - 4:30 pm

Saturday, March 12th
Closed

Sunday, March 13th
5:00 pm - 12:00 am

Samuel R. Scholes Library:

Monday-Friday, March 7th-11th

8:00 am - 4:30 pm

Saturday, March 12th
Closed

Sunday, March 13th
5:00 pm - 10:00 pm

Regular Hours Resume Monday,
March 14th

Submitted by: Mechele Romanchock

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Women's Leadership Academy 2022-23

We are now accepting nominations for NEXT YEAR's Women's Leadership Academy! Please send your nominations to Abigail Hurley (hurley@alfred.edu) by MARCH 9TH. The Women's Leadership Academy is a comprehensive leadership development program designed to help shape and support students by preparing them to find fulfillment and success not only in their time at Alfred but also in the years beyond. Building on Alfred University's heritage as the first truly co-educational institution in the nation, the Women's Leadership Academy (WLA) provides opportunities for Alfred University students to explore, develop, and fulfill their potential as leaders personally, professionally, and within their communities. The WLA is an elite group of AU students who combine academic coursework with experience-based leadership. The Women's Leadership Academy is open to students of any gender identity and any student who is a first-year, sophomore, or junior is eligible. The academy takes please NEXT

academic year, so current seniors are NOT ELIGIBLE.

In your nominations, please include the student's name, email address, CURRENT class year, and a short statement about why you are nominating them.

Students will be required to fill out an application form by March 18th in order to be considered for the WLA.

Students will be contacted after they are nominated and prompted to fill out an application. See below for what you should include in your nominations. If you have any questions, please don't hesitate to email me! Please feel free to pass along to your respective teams. Thank you!

Submitted by: Abby Hurley

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